

**Registration**

All bookings and reservations are to be made through Resource Marketing Limited. By completing the online registration form you are reserving the selected ticket. An invoice will then be issued to the email address provided. Any queries should be notified within 5 working days of receiving the invoice..

**Price**

Keynote Conference, Exhibition and Networking Dinner £650 per person

**Payment**

Payment is required within 7 day of invoice date and can be made via BACs or cheque. Card payments can be taken over the phone and are subject to a 2% administration charge (3% American Express).

**Value Added Tax**

All prices quoted on the webpage and promotional collateral are exclusive of VAT

**Promotions and Offers**

Discounts for accommodation are available (subject to availability). To qualify for this discount delegates must book their room through our venue finding partner Venuefixers. Details will be sent to you on completion of your registration.

**Cancellation**

Tickets are non-transferable.

All cancellations should be notified directly to Resource Marketing Limited as soon as possible. Cancellation charges will be calculated from the date upon which notice is received in writing by post or email to Resource Marketing Limited using the following criteria:

Days prior to Conference	Cancellation charge
Over 12 weeks	50% of ticket price
Between 6 and 12 weeks	75% of ticket price
Less than 6 weeks	100% of ticket price

**Health and Safety, Licenses and other statutory requirements**

Details of the terms governing the venue, licenses and Health and Safety requirements can be obtained/ viewed on your selected hotels website.

